

Date Rec'd

Approval date

VCA _____

VCO _____

Initials _____

**VIRGINIA INSTITUTE OF PROCUREMENT
APPLICATION FOR CERTIFICATION**

Please print or type

To be eligible to register for the Virginia Contracting Associate (VCA) OR Virginia Contracting Officer (VCO) Certification Program you must:

1. Complete both pages of this application and with a copy of your Employee Work Profile or Job Description, FAX to VIP (804) 371-8937.
2. Receive an approval e-mail from VIP stating that you have met the criteria to pursue the designated certification program.

Note: Incomplete or unreadable applications will not be processed. **Allow four weeks for processing your application.**

Name: (As you would want it to appear on your certificate)	
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Title	
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Agency	
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Address	
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City	State, Zip
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Phone #	Fax #
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E-mail	
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Purchasing director (or your supervisor if you are not in a purchasing office)

Name	
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Title	
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Agency	
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Address	
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City	State, Zip
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Phone #	Fax #
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E-mail	
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Agency Head (complete information is needed for notification of certification)

Name	
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Title	
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Agency	
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Address	
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City	State, Zip
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Phone #	Fax #
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E-mail	
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Purchasing Director's signature verifying that information submitted on this application is correct. (If you are not in a purchasing office, signature of your supervisor.)

Signature	Date
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Title	
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Please Complete One of the Following Sections:

VCA

I am applying for the Virginia Contracting Associate Officer Certification Program and meet the following criteria:

- 1) ☐ Job consists of 10% or more purchasing related activities
- 2) ☐ Perform one or more of the following job duties: (Check all that apply)
 - ☐ Initiate purchase orders using eVA
 - ☐ Purchase from state contracts, mandatory sources or routine office supplies
 - ☐ Conduct procurement research (specifications, vendors, prices, usage reports) for buyers
 - ☐ Use eVA reporting tools
 - ☐ Process procurement expenditures
 - ☐ Maintain buyer contract files or assist with contract administration
 - ☐ Use Small Purchase Charge Card to execute purchases
 - ☐ Assist in evaluating supplier performance or provide purchasing customer service
 - ☐ Coordinate surplus property activities
 - ☐ Occupy a position requiring basic knowledge of procurement laws, guidelines or eProcurement tools.

VCO

I am applying for the Virginia Contracting Officer Certification Program and meet the following criteria:

- 1) ☐ Job consists of 50% or more purchasing related activities
- 2) ☐ Perform both small and complex procurements and have purchasing responsibilities over \$50,000.
- 3) ☐ Perform one or more of the following job duties: (Check all that apply)
 - ☐ Write contract specifications for complex procurement of goods and/or services
 - ☐ Determine appropriate method of procurement for both small and complex solicitations
 - ☐ Independently write IFB or RFP specifications for complex procurements
 - ☐ Receive bid invitations, evaluate bids and make award determination
 - ☐ Evaluate vendor performance or oversee contract compliance
 - ☐ Conduct procurement management reviews
 - ☐ Direct a state agency or other public body procurement program
 - ☐ Audit procurement programs

I have read the eligibility criteria for the Virginia Institute of Procurement Certification Programs and submit this application for approval.

_____ Signature _____ Date